

Employee Suggestion - [REDACTED] No. 131

25X1A9a

A. Information about the Suggestor:

[REDACTED] GS-12, Intelligence Officer, NED/OSI

B. Summary of the Suggestion:

A central index file for CIA Summary Intelligence Production is proposed by the suggestor.

C. Proposed Method:

CIA Summary Intelligence Reports, estimates, surveys and research aids should be established in a central index file. The files could be effected by the following:

- a. Subdivide the files in the appropriate security classification of the listed reports (i.e. Restricted Data-Top Secret, Top Secret, Secret, etc.).
- b. Within each of the classified files, arrange the index of reports according to the subject-title and crossindex according to area-title.
- c. List on each index card the pertinent information regarding the summary report concerned, for example:
 - (1) Security Classification
 - (2) Subject
 - (3) Short abstract of topics included in report and etc.

D. Evaluations:

The Assistant Director for Collection and Dissemination prepared the following evaluation:

- a. An Intellofax system exists under which IAC Intelligence Reports, 1947 to date(including all CIA produced reports) receive exhaustive subject and area indexing.
- b. The proposal to subdivide files by security classification is impracticable from the Reference point of view. Pertinent reports on the given subject would be arbitrarily dispersed to five or more locations and facility of access would be seriously reduced.
- c. The CIA Library Intellofax system can, with minor exceptions, provide listings arranged by the control categories suggested in the proposal.

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- d. The CIA Library knows of no comprehensive guide showing office responsibility by intelligence subject category. The value of the product probably would not warrant the expense involved in its maintenance. . . The AD/OCD believes that the essential features of the proposal are already in existence.

E. Note:

Rejection of this suggestion appears to be indicated by the foregoing comments. A commendatory letter seems warranted in view of the constructive thinking and the initiative shown by the suggestor.

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